

TOWN OF WILTON BUDGET COMMITTEE

Location: Wilton Town Hall: Selectmen's Office
7:30 PM

FINAL MEETING MINUTES July 23, 2015

Members Present: Cary Hughes, Harry Dailey, Caitlin Maki, Donna Pucciarello, Rick Swanson, Selectmen Rep., and Dawn Tuomala, Secretary

1. Chairman Hughes called the meeting to order at 7:35 PM.

2. Review and Approval of April 9, 2015 Minutes

Changes: Page 2 line 5 - subgrade panels should be replaced with residential subpanels
Page 2 line 10 - insert "be" to read and it will be done right.
Page 2 line 36 - correct spelling of Mr. Dailey.

Motion was made by Mr. Dailey to approve the minutes as amended: Seconded by Ms. Pucciarello; 4 in favor; motion passes unanimously.

3. Review of First Half of Year Expenses

Updated expense sheets were passed out for the Highway Department and Water Works. Chairman Hughes began the review with the Ambulance Department. Mr. Dailey stated that he thought they recently purchased new radios; so why has so much been spent on the radio repair line?

Computer Repairs appears to be very high in many departments; were any of these miscoded? If new computers were purchased then the item should have been placed under new equipment instead. Computer Support is also up across the board. Presently, each Department obtains their own service contracts; possibly look into obtaining a town wide service contract to save some money. The water and sewer rates have increased which have resulted in the line items going over budget by year's end for many of the Departments.

Cemeteries budget appears to be significantly under budget; Mr. Elliott should be asked to review and see if any of the items ended up in the Highway Department line items instead. Conservation Commission has only spent 4% of their budget in half the year. The Fire Department building heating fuel is very high, hopefully they have a full tank to begin the heating season with. The electric is over budget for the half year; did the construction influence the beginning part of this year to make the increase?

Highway Department (see revised expense report) had a 208% increase in Motor Oil & Grease due to the filling of the tank in the building and many of the hydraulic lines on the trucks breaking during the winter storms. What repairs were made to the highway building? Parks & Recreation also appears to be very low and this should also be reviewed for additional expenses.

The Police Department has several items that have been almost totally expended for the year, the water service is showing an increase that will result in an overage at the end of the year. Breathalyzer Testing, Medical Supplies, Equipment Rental and Computer

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Support are all at or over the proposed budget. Increased fees will have to be more accurately accounted for next year.

Recycling Center is over on Dues and Subscriptions and supplies are at 55% of the budget. Televisions and Monitors are at 77% but there is a revenue side that offsets this amount. Resurfacing will explode shortly with the paving of Holt Road, Kimball Hill, Livermore and part of Tremont Streets.

Sewer Department is over on gas and electric, computer support and pump station labor which has also increased the payroll tax expenses; overall they are under budget for the half year. There was discussion about the sewer line infrastructure. New lines were put in during the 1980's but there are still lines that are old and in poor condition. The Sewer Department should answer to the Selectmen and come up with a CIP plan for upgrading the system.

Emergency Management has expended 133% of the support budget which covers repairs on the generator. This seems very high for a brand new generator; Mr. Swanson will look into this.

The Town Hall budget is the one department that is over budget at the half year mark. Mr. Swanson explained that the contract services are over, due to the new programs to take credit cards and payments on line which will make the Town Hall up to date. It was thought that once the program was up and running that there would be less staff time required, but it has had the opposite effect due to the learning curve. Additional personnel hours were required during the winter due to injury and sickness. There was discussion about having a sick time line to more adequately reflect labor costs. The Labor Clerical line was only budgeted for \$40,000 and was cut from \$47,000. Last year it was tracked at \$52,000 and is on the same track for this year. Adjustments need to be made whether it is a reduction in staff time or an increase in the line item to correctly reflect the accurate hours worked.

The Town Hall Building heating fuel has spent about 76% of the budget already. The supplies are already at 107% along with the sewer charges. Unemployment Compensation and Workman's Comp will be distributed to the other departments at the end of the year.

The Water Works is at 153% of contract services already for the year. There was a question why the telephone service is already at 96%. Excepting the Town Hall all of the budgets appear to be in good shape at the midpoint of the year.

Mr. Swanson explained that the Selectmen are considering hiring a Town Administrator. So far they have had several consultants come in and speak to them about the pros and cons. They will look for an Administrator versus a Town Manager. The Administrator the Selectmen can delegate how much power an Administrator can have or not have like personnel management. A Manager has the power to hire and fire personnel. They feel that an Administrator can save the Town money by having someone that oversees everything in Town coordinating between all departments. The cost savings will need to be identified and spelled out. They are considering setting up a task force to look into this.

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There was discussion about making sure that the Department Heads all have their budgets sent to them once a month. This will help to make sure that everything is coded properly and to help keep them on schedule at or under budget.

4. Review of First Half Year Revenues

New Charges for the first half of the year including taxes, sewer and water charges totaled \$5.4 million; Revenues totaled \$5.3 million; Total abatements were \$24,900.

5. Salary and Wages Committee Update

Mr. Dailey explained that he has been working with all of the Department Heads to establish a Wage and Salary scale that can be used instead of having the tough salary discussions that have occurred in the past several years. The goal was to have a draft copy by October. In order to accomplish this they have had to come up with a job description for everyone employed by the Town. They are setting up evaluation sheets for everyone and then they have set up a pay grade scale for everyone.

This will scale will help so that everyone knows what to expect and it will be easier when hiring new employees. Everyone is included within the scale including the police. The evaluation sheets will have the first 15 questions the same for everyone, then, there are another 3 to 10 questions for each position. They will present it to the Selectmen in October 5th for their recommendations.

6. CIP Committee Update

The Planning Board has established the beginning of a full CIP Committee. Selectmen Williams and Dawn Tuomala will be on the committee and are to come up with additional members. Joe Torre has agreed to be on the committee. They will be charged with reviewing the infrastructure Town wide and coming up with recommendations for future CIP projects.

7. Other Business

a. Next Budget Meeting Date – October 8th

b. There was discussion about setting up a “Drop Box” account so that the members of the Budget Committee could view budgets etc. This account is easier to send out larger files.

c. Caitlin Maki stated that she will be moving to Peterborough and will no longer be living in Town; therefore she has to leave the committee. The Committee thanked her for her service to the Town, she will be greatly missed.

8. Adjournment

The next meeting will be on October 8, 2015 at 7:00 PM in the Wilton Town Hall. Chairman Hughes thanked everyone for coming to the meeting.

A motion was made to adjourn the meeting by Mr. Dailey and seconded by Ms. Pucciarello; all in favor. The Budget Committee was adjourned at 9:10 PM.

Respectfully Submitted,

Dawn Tuomala, Secretary